

ATR/MDS/UIPS
GS-12

I. INTRODUCTION

This position is located in the Department of Labor, Employment and Training Administration. The position requires the performance of a variety of program-related assignments in one or more front-line, core workforce development lines of work. Assignments are heavily influenced by ETA's one-stop, customer service philosophy and the focus and direction flowing from workforce legislation. The incumbent analyzes legislation and develops program requirements, establishes and revises program policy and operating procedures, reviews plans and operations for conformity and compliance with program requirements, procedures and policies, provides technical assistance, and may administer grants and contracts.

II. MAJOR DUTIES AND RESPONSIBILITIES

Serves as a senior level program specialist.

Conducts complete studies for the development of revised guideline material.

Selects successful methods and techniques used by other organizations and adapts and extends such material to solve problems in similar situations.

Contacts officials of other organizations to advise on problems and render technical assistance. Some positions involve the conduct of on-site reviews of the administration and internal operations of the funded programs. Other positions involve the review and analysis of State law, regulations and administrative procedures to determine compliance with legal requirements or the review and analysis of project plans and proposals to determine compliance with legal requirements and/or responsiveness to the needs of the customers. All encourage and negotiate acceptable changes where weaknesses are observed. All conduct follow-up to determine if changes/improvements have been implemented. Some contact customers to determine their requirements and expectations.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

FL 1-7

1250 pts.

Knowledge of the laws, regulations, principles, techniques, and methods applicable to the program's subject-matter sufficient to conduct operational, evaluation, and improvement projects.

Knowledge of program objectives and requirements sufficient to develop, adapt, and apply new techniques and methods to solve problems, improve effectiveness, and provide technical assistance to customers.

Skill in oral and written communications in order to respond to inquiries, advise and consult with customers, present recommendations, and prepare reports.

Factor 2 - Supervisory Controls FL 2-4 450 pts.

The supervisor provides limited direction, setting the overall project objectives. The supervisor, in consultation with the incumbent, develops deadlines and project plans. The incumbent independently performs assignments and keeps the supervisor apprised of potentially controversial issues. Completed work is reviewed for effectiveness in meeting organizational goals and overall feasibility. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines FL 3-4 450 pts.

Guidelines consist of existing legislation and regulations, departmental directives and policies, administrative guidelines, and manuals. Guidelines are broadly stated and nonspecific. The incumbent uses judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work.

Factor 4 - Complexity FL 4-5 325 pts.

The work requires use of a variety of techniques, methods, and approaches. The incumbent determines how to proceed in planning and conducting the project. The incumbent synthesizes information, solves problems, negotiates changes, reviews project plans and proposals, solicits feedback on customer needs and expectations, and provides technical assistance. The work is complicated by the need to consider and evaluate the effectiveness of changes in program requirements, operations, and services provided.

Factor 5 - Scope and Effect FL 5-4 225 pts.

The purpose of the work is to perform a variety of development, operational, and evaluative assignments related to the program to which assigned. The work contributes to effectiveness and responsiveness of the program.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 3.c. 180 pts.

Contacts include persons outside the organization and with high level program officials, customers, and stakeholders in moderately unstructured settings. Contacts occur through meetings, at which the incumbent presents proposals or issues for negotiation. Contacts are for negotiation and consultation and to provide information of a technical nature. The incumbent develops approaches to reach a mutual understanding of a situation.

Factor 8 - Physical Demands FL 8-1 5 pts.

The work is primarily sedentary.

Factor 9 - Work Environment

FL 9-1

5 pts.

Work is generally performed in an office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 2890 pts.

IV. UNIQUE POSITION RESPONSIBILITIES

*(For titling purposes, the immediate supervisor is to mark the **one** description below which describes the position)*

___ The principal responsibilities of the incumbent involve apprenticeship and training assignments for a local area (*i.e.*, a metropolitan area) or for a portion of a State (*i.e.*, a number of counties equivalent in size to a metropolitan area, or an entire segment of one of the largest metropolitan areas). The area contains a wide diversity of industry employing a large number of craftsmen and other skilled workers in most major apprenticeable trades and other industrial occupations, as well as a considerable number of large and medium-sized plants, a large proportion of which are employee-organized. Typically the incumbent will facilitate the promotion and development of the national apprenticeship and training program, provide advice and assistance, exchange information, conduct compliance reviews, make oral presentations, encourage diversity in the use of apprenticeships, and recruit candidates for apprenticeships. (*Apprenticeship and Training Representative*)

___ The principal responsibilities of the incumbent involve independent responsibility for planning, coordinating, organizing, and successfully concluding difficult and complex workforce development assignments frequently including matters that are controversial, unconventional, or novel. The incumbent may serve as a team or project leader and provide technical guidance to and coordinate the efforts of workforce development personnel and other subject-matter specialists assigned to the project or team. The typical area served has a relatively large population; and encompasses several political entities, or a number of political entities where the range of substantive programs is moderate, but there are significant coordination problems. The typical population served is characterized by protracted and numerically significant unemployment and poverty problems. The level of expertise possessed by the grantees is typified by a reasonably skilled and knowledgeable workforce planning staff and a need for the adaptation of existing guidelines and programs to meet local requirements; and the program has controversial issues that are likely to have a state-wide impact. (*Manpower Development Specialist*)

___ The principal responsibilities of the incumbent may involve one or more of the following:

a) developing interpretations of Federal legislation for unemployment insurance (UI) and related wage-loss compensation programs; b) reviewing State legislation for conformity with Federal requirements c) developing operating procedures and policy guidance for State officials' to implement Federal UI and related wage-loss compensation program legislation; d) developing UI policy and guidance for State officials' use in establishing and operating State UI programs, systems and procedures consistent with

Federal legislative requirements and policy issuances; e) reviewing the administration and operation of Federal and State UI programs and systems, with a primary focus on agency internal operations including the planning and development of automated systems; f) establishing and maintaining systems for the assessment of UI program accuracy and quality, g) reviewing State UI and workforce security program budget plans; and h) participating in special studies, reviews, and evaluations of benefit functions, systems, and/or activities designed to enhance program integrity, performance, or quality and to improve service to claimants and employers. (*Unemployment Insurance Program Specialist*)